

SUPPLEMENTAL JOB DESCRIPTION

Classification: ACCOUNT CLERK III

Function Code: 0013-095

Position Title: ACCOUNT CLERK III

Date Established: 1/29/98

Position Number: 12140

Date of Last Amendment: 4/4/00

SCOPE OF WORK: Performs diverse accounting, financial and support duties to achieve daily objectives for the Division of Child Support Services within the Office of Program Support.

ACCOUNTABILITIES:

- Analyzes financial information from court documents and case records. Enters and updates financial data on cases utilizing the New England Child Support Enforcement System.
- Reconciles arrears on child support payments by communicating with agency personnel, courts, clients and payors in order to clarify and correct inconsistencies and errors on child support documents.
- Completes forms, prepares documents, and initiates contacts with clients and payors to obtain pertinent case information.
- Accountability for relocating custodial and or non-custodial parents in order to process returned child support payments/refunds and processing the accompanying paperwork to ensure proper accounting functions.
- Establishes violation schedules and prepares notices to assist Support Enforcement Officers.
- Controls inter-office incoming and outgoing case transfer activity in order to facilitate the uninterrupted provision of services.

MINIMUM QUALIFICATIONS:

See class specification for Account Clerk III.

DISCLAIMER STATEMENT: The supplemental job description lists typical samples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Neal Boutin, Administrator II, #19762

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Signature

Date

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisors' Name, Title, Position #: Robert Leahy, Supervisor III, #12211

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved